Navy Voluntary Education (VOLED)

Tuition Assistance Command Approver Training

PURPOSE

1. Ensure understanding of the command's role in the Navy Tuition Assistance (TA) funding process.

2. Increase Command Approver (CA) accountability.

3. Outline responsibilities of Service Member, Command Approver,
   and Navy College Program (NCP) Staff *(Navy College Office (NCO)/Virtual Education Center (VEC))* in Tuition Assistance Process.

4. Seamless and efficient implementation of the Navy Tuition Assistance Program.

BACKGROUND

TA Process

Service Member submits electronic WebTA Application
Command electronic approval of TA Application
NCP Staff electronically authorizes TA Application
Service Member delivers TA Voucher to school

- *Endorsement by the Command Approver (CA) confirms the Service Member has met the **command screened** requirements related to TA policies and procedures.*
- *Endorsement by Command Approver is one TA eligibility requirement and DOES NOT guarantee TA funding!*
- ***All TA applications must be submitted electronically through WebTA via MyEducation portal.***

30 DAY ELECTRONIC WEBTA APPLICATION PROCESS

Command approval of Service member WebTA application

Service member receives Authorized TA voucher **before** the term start date and submits to school for payment

TERM START DATE

Recommended Timeline (in days)

30 25 20 15 10 5 1

NCP receives WebTA application after command approval. Applications are processed by term start date, and in the order of command approval date.

Service member **monitors** e-mail for anything req'd by NCP to complete processing of WebTA application

SERVICE MEMBER RESPONSIBILITY

Am I (sailor) ready for TA?

- Course Load
- Past Grades
- Repayment for poor performance
- Out of Pocket Expenses
- Personal Finances
- Command Schedule
- Professional Commitment
- Method of Course Delivery
- Family Commitments
- Academic Skills/Readiness

SERVICE MEMBER RESPONSIBILITY

INITIATING TUITION ASSISTANCE PROCESS

- Complete required Navy College Program Counseling
- Complete TA training every 2 years and submit Certificate
- Acquire and submit education plan
- Follow the command's internal TA application process
- Submit WebTA electronic application
- Monitor & confirm command approval of TA prior to term start date
- If necessary, follow up with NCP staff to ensure authorization
- Submit TA voucher to school for payment
- Attend and successfully complete course
- Ensure grade posted to record 30 days after EVERY completed cours
- ***Restart Process at least 30 days before Next Term Start Date***

COMMAND APPROVER OVERVIEW

- Certify the service member meets particular **eligibility requirements**.
- Confirm the specific **ineligibility circumstances** do NOT apply to a service member.
- Verify reservist meets required **active duty service criteria**.
  - *Command Approver's (CA) should never approve their own TA applications. This is a conflict of interest.*
  - *Recommend all Command Approvers complete the WebTA online training.*
  - *CA is CO or designated by CO. Recommend "By Direction" authority be senior enlisted or above.*
  - *Commands should have designated Alternate Approvers*

CERTIFY ELIGIBILITY REQUIREMENTS

- **First Permanent Duty Station (PDS)**
  Member served 1 year aboard if FIRST permanent duty station (PDS).
  - NAVADMIN 190/14 waiver available

- **Separation, End of Active Obligated Service (EAOS)**
  Member will be on active duty on or after the course completion date.

- **Physical Fitness Assessment**
  Member passed the most recent Physical Fitness Assessment (PFA), or received a waiver.

- **Advancement Eligible**
  Member has passed their most recent advancement exam.

- **Recommended for Advancement**
  Member must be recommended for advancement or promotion on their most recent evaluation/fitness report

CONFIRM INELIGIBLE CIRCUMSTANCES

Never approve TA applications for service members who fall into these 2 categories.

- **Non-Judicial or Court Martial, Appellate Leave or Administrative Separation**
  Member received NJP within the last 6 months or is pending administrative action/separation.

- **Currently Enrolled in Navy Training or Education Programs**
  Member participating in Duty Under Instruction Status (DUINS), Graduate Education Voucher (GEV), Advanced Education Voucher (AEV), and any Navy-sponsored scholarship program or officer ascension program.

VERIFY RESERVIST REQUIREMENTS

All Reservists

- ✓ Service Member meets all other TA eligibility requirements
- ✓ Service Member completed one year at their Navy Operational Support Center (NOSC) or equivalent to use TA funds.

- **Enlisted Reservists**
  Member must be ordered to active duty for 120 consecutive days or more.

- **Officer Reservists-most are ineligible**
  Member ordered to active duty for **TWO** years beyond the completion date of last TA funded course.

- Course must be started and completed while on **active duty**.

COMMAND APPROVER RESPONSIBILITY

Sailor factors to consider:

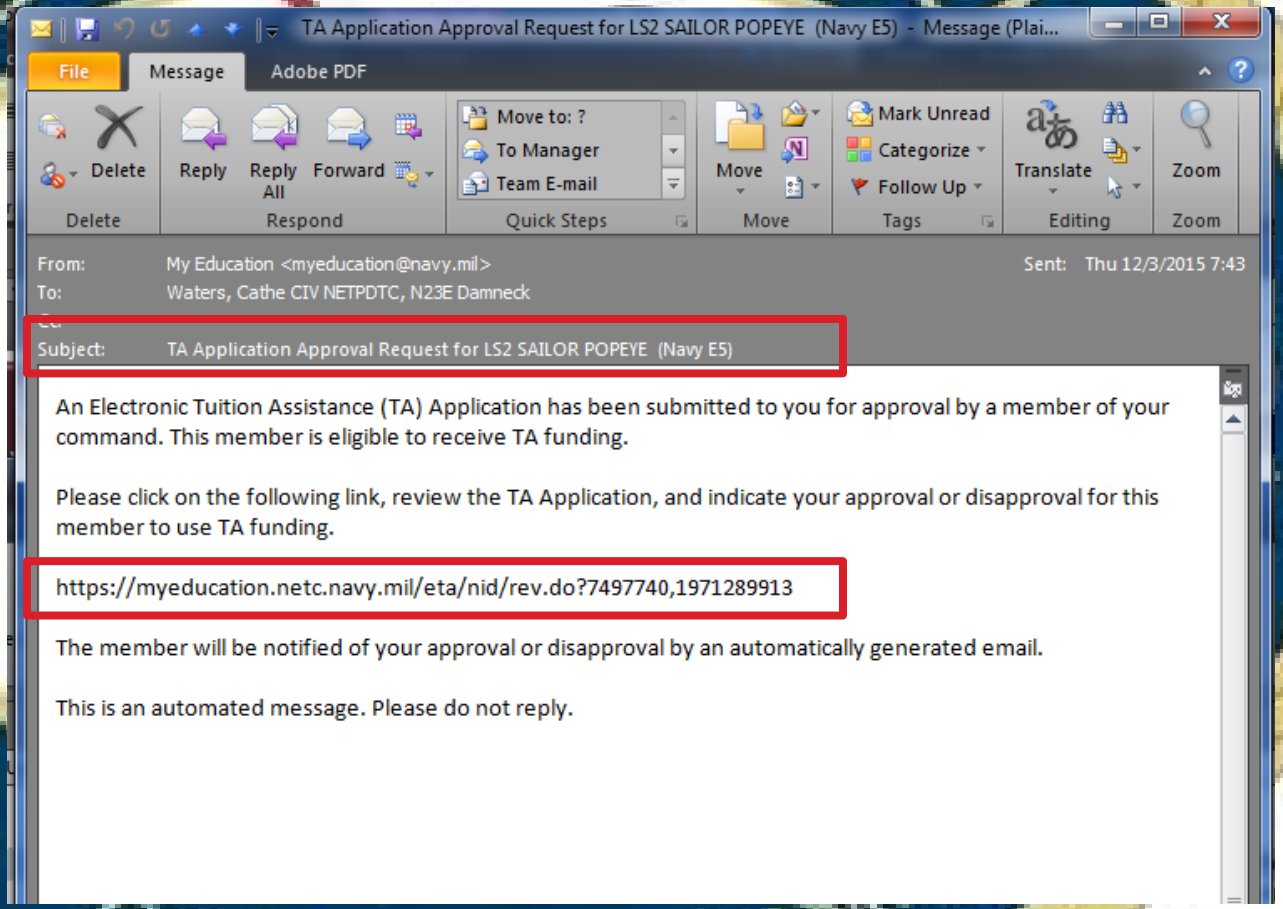
- Family financial issues
- Command schedule conflicts
- Method of delivery
- Personal stability
- Course load

On to NCP for processing

EXAMPLE OF TA APPLICATION EMAIL MESSAGE

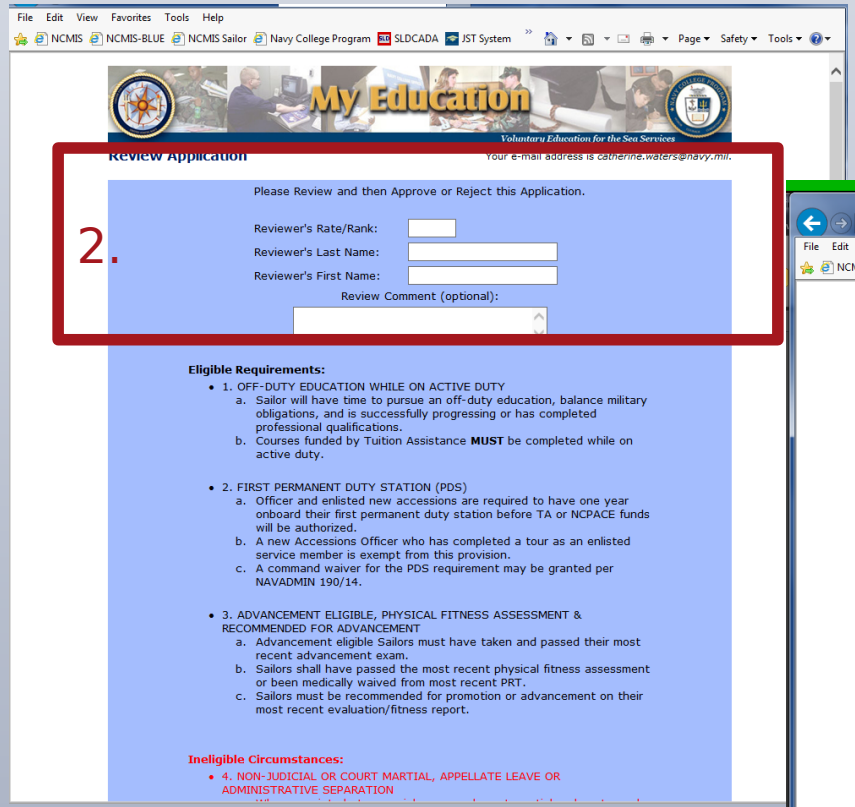
Notice Subject line:

Cut and past this link into your browser.


TA Application Approval Request for LS2 SAILOR POPEYE (Navy E5) - Message (Plai...
File
Message
Adobe PDF
Delete
Reply
Reply All
Forward
Move to: ?
To Manager
Team E-mail
Move
Mark Unread
Categorize
Follow Up
Translate
Zoom
Delete
Respond
Quick Steps
Move
Tags
Editing
Zoom
From: My Education <myeducation@navy.mil>
Sent: Thu 12/3/2015 7:43
To: Waters, Cathe CIV NETPDTC, N23E Damneck
Subject: TA Application Approval Request for LS2 SAILOR POPEYE (Navy E5)
An Electronic Tuition Assistance (TA) Application has been submitted to you for approval by a member of your command. This member is eligible to receive TA funding.
Please click on the following link, review the TA Application, and indicate your approval or disapproval for this member to use TA funding.
https://myeducation.netc.navy.mil/eta/nid/rev.do?7497740,1971289913
The member will be notified of your approval or disapproval by an automatically generated email.
This is an automated message. Please do not reply.

EXAMPLE OF COMMAND APPROVER SCREEN

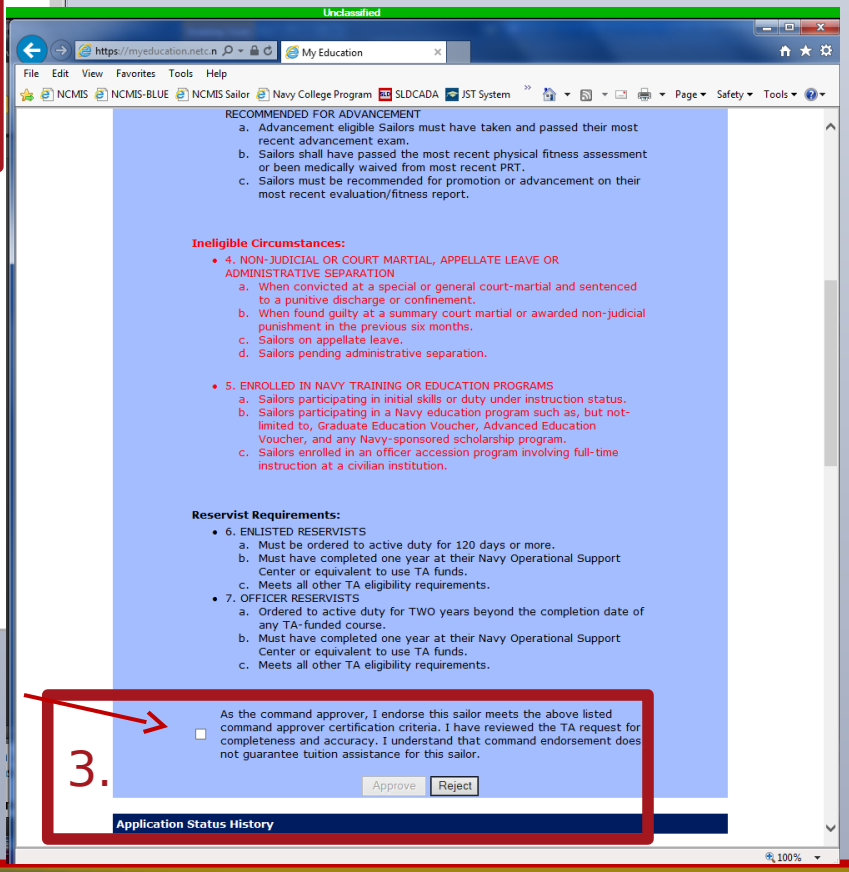
1.


My Education
Voluntary Education for the Sea Services
Review Application
Your e-mail address is catherine.waters@navy.mil.
Please Review and then Approve or Reject this Application.
Reviewer's Rate/Rank:
Reviewer's Last Name:
Reviewer's First Name:
Review Comment (optional):
Eligible Requirements:
1. OFF-DUTY EDUCATION WHILE ON ACTIVE DUTY
a. Sailor will have time to pursue an off-duty education, balance military obligations, and is successfully progressing or has completed professional qualifications.
b. Courses funded by Tuition Assistance MUST be completed while on active duty.
2. FIRST PERMANENT DUTY STATION (PDS)
a. Officer and enlisted new accessions are required to have one year onboard their first permanent duty station before TA or NCPACE funds will be authorized.
b. A new Accessions Officer who has completed a tour as an enlisted service member is exempt from this provision.
c. A command waiver for the PDS requirement may be granted per NAVADMIN 190/14.
3. ADVANCEMENT ELIGIBLE, PHYSICAL FITNESS ASSESSMENT & RECOMMENDED FOR ADVANCEMENT
a. Advancement eligible Sailors must have taken and passed their most recent advancement exam.
b. Sailors shall have passed the most recent physical fitness assessment or been medically waived from most recent PRT.
c. Sailors must be recommended for promotion or advancement on their most recent evaluation/fitness report.
Ineligible Circumstances:
4. NON-JUDICIAL OR COURT MARTIAL, APPELLATE LEAVE OR ADMINISTRATIVE SEPARATION

2.

Endorsement Statement

1. Review Sailor's application.
2. Fill in fields
3. Approve or Reject the application.


Unclassified
My Education
RECOMMENDED FOR ADVANCEMENT
a. Advancement eligible Sailors must have taken and passed their most recent advancement exam.
b. Sailors shall have passed the most recent physical fitness assessment or been medically waived from most recent PRT.
c. Sailors must be recommended for promotion or advancement on their most recent evaluation/fitness report.
Ineligible Circumstances:
4. NON-JUDICIAL OR COURT MARTIAL, APPELLATE LEAVE OR ADMINISTRATIVE SEPARATION
a. When convicted at a special or general court-martial and sentenced to a punitive discharge or confinement.
b. When found guilty at a summary court martial or awarded non-judicial punishment in the previous six months.
c. Sailors on appellate leave.
d. Sailors pending administrative separation.
5. ENROLLED IN NAVY TRAINING OR EDUCATION PROGRAMS
a. Sailors participating in initial skills or duty under instruction status.
b. Sailors participating in a Navy education program such as, but not-limited to, Graduate Education Voucher, Advanced Education Voucher, and any Navy-sponsored scholarship program.
c. Sailors enrolled in an officer accession program involving full-time instruction at a civilian institution.
Reservist Requirements:
6. ENLISTED RESERVISTS
a. Must be ordered to active duty for 120 days or more.
b. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
c. Meets all other TA eligibility requirements.
7. OFFICER RESERVISTS
a. Ordered to active duty for TWO years beyond the completion date of any TA-funded course.
b. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
c. Meets all other TA eligibility requirements.
As the command approver, I endorse this sailor meets the above listed command approver certification criteria. I have reviewed the TA request for completeness and accuracy. I understand that command endorsement does not guarantee tuition assistance for this sailor.
Approve
Reject
Application Status History

3.

NCP TA PROCESSING

NCP Staff Verify:

- WebTA application command approved before term start date
- Review MyEducation Record for:
  - ✓ Academic Counseling
  - ✓ Education Plan (EP) or —> ✓ TA Training Completed
  - ✓ Evaluated Education Plan (EEP)
- Grade point average (GPA) for TA funded courses above
  - ✓ 2.0 Undergraduate
  - ✓ 3.0 Graduate
- Check for any TA reimbursable grades present in MyEducation
- Validate course required for degree completion
- Correct/Verify information on WebTA application as necessary:
  - ✓ Valid Course Numbers
  - ✓ Credit Type
  - ✓ Correct Cost Per credit Hour
  - ✓ Term Start Date
- Funding availability

Tuition Assistance: Continuous Life Cycle

Service Member submits TA Application
Command Approves TA Application
NCP Authorizes TA Application
Service Member delivers TA Voucher to school

Questions?

Virtual Education Center
Director
NETPDC (N2)
1-877-838-1659
DSN 492-4684
Commercial 757-492-4684
Fax Number: 757-492-5095

Hours of Operations
0600 - 2100 EST,
Monday-Friday

Email Address:
VEC@navy.mil

Navy College Office
Director
NETPDC (N2)
Phone
DSN
Commercial
Fax Number:

Email Address:

IMPORTANT LINKS

Navy College Program (NCP) Website

https://www.navycollege.navy.mil/

MyEducation

https://myeducation.netc.navy.mil/

Online WebTA Training

https://www.navycollege.navy.mil/webta_training_notice.aspx

Tuition Assistance (TA) Information

https://www.navycollege.navy.mil/ta_info.aspx

REFERENCES

- DOD Instruction 1322.25 of 15 March 2011, Incorporating Change 1 dated 6 December 2012, "Voluntary Education Programs"
- SECNAV Instruction 1560.4A of 1 Dec 2005, "Department of the Navy Voluntary Education (VOLED) Program"
- OPNAV Instruction 1560.9A of 4 March 2008, "Voluntary Education (VOLED) for Navy Sailors"
- NETC Instruction 1560.3 of 20 January 2011, "Navy Voluntary Education Programs"
- Navy College Program Website: https://www.navycollege.navy.mil
- NETC Letter dated 15 AUG 07, "Additional Guidance to NAVADMIN 161/07"
- NAVADMIN 042/08, 120006Z FEB 08, "Changes to Education Priorities and Management of Off-duty Voluntary Education (VOLED for TA and NCPACE Programs)"
- NAVADMIN 105/10, 231503Z MAR 10, "Changes to Education Priorities and Management of Off-duty Voluntary Education for Tuition Assistance (TA) and Navy College Program for Afloat College Education (NCPACE)"
- NAVADMIN 245/10, 220052Z JUL 10, "Change to FY11 Tuition Assistance Policy Implementing Quarterly Allocation"
- NAVADMIN 029/12, 242216Z JAN 12, "Establishment of New Policy for Tuition Assistance (TA)"
- NAVADMIN 305/12, 021957Z OCT 12, "Tuition Assistance Policy Change"
- NAVADMIN 190/14, 211658Z AUG 14, "Education Policy Update"

SAMPLE INTERNAL COMMAND REQUESTS

(OPTIONAL)

Command Special TA Application form

SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT
THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.
THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY; FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1. NAME: Sailorman, Popeye	2. RATE: LS2
3. SHIP OR STATION: USS ALWAYSREADY	4. DATE OF REQUEST: (YYYYMMDD) 2014-10-14
5. DEPARTMENT/DIVISION: OPS	6. DUTY SECTION/GROUP:

7. NATURE OF REQUEST: ☐ LEAVE ☐ SPECIAL LIBERTY ☐ SPECIAL PAY ☐ COMMUTED RATIONS ☒ OTHER (BELOW)

8. NO. OF DAYS REQUESTED: 0	FROM (DATE AND TIME): LIST TERM START DATE	TO (DATE AND TIME): LIST TERM END DATE
9. DISTANCE (MILES): 0	MODE OF TRAVEL: ☐ CAR ☐ AIR ☐ TRAIN ☐ BUS	

10. LEAVE ADDRESS: N/A	11. TELEPHONE NUMBER:

12. REASON FOR REQUEST:
Respectfully request to enroll in _____ at _____ University to continue studies. Course Dates: -
See Enclosure (1)

13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)

14. I am eligible and obligate myself to perform all duties of person making application.	SIGNATURE OF STANDBY:	DUTY STATION: Block 14 recommended as N/A.

15. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:	DATE

21. ☐ APPROVED ☐ DISAPPROVED SIGNATURE:

22. REASON FOR DISAPPROVAL:

NAVPERS 1336/3 (Rev. 10-2011) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

OR

Command Checklist

Command Responsibilities for Approving TA Applications

Background: Command Approval is the first step in the TA application process following submission. This enclosure summarizes the Command Approver's responsibilities in the TA approval process. Commands may elect to pre-screen their Sailors prior to having them submit for TA or they may do this screening during the WebTA electronic application process. The Command Approver's email address listed on the TA application will receive an approval link usually 15 minutes after application submission by the Sailor. Following Command Approval, the application is forwarded to the VEC for further processing and funding. **All applications must complete the entire process prior to the course start date to be eligible for funding.** Once authorized Sailors must turn in their printed voucher to the school for payment. 30 days in advance of the course start date is the suggested time to start the TA application.

TA funding is requested for the below courses:

Course #	Course Title	Term Start/End Dates
Course #	Course Title	Term Start/End Dates
Course #	Course Title	Term Start/End Dates
Course #	Course Title	Term Start/End Dates

Command Checklist:

A Sailor's Command must certify the following prior to approving a Sailor's Military Tuition Assistance Application.

1. Will have time to pursue an off-duty college course and balance military obligations.
2. Has served one-year on-board in their FIRST permanent duty station (PDS) or has been granted a Command waiver for the PDS requirement by: (NAVADMIN 105/10; 190/14)
   a. Receiving education counseling by a Navy College counselor
   b. Having an education plan approved by a Navy College counselor.
   c. Receive the Command's leadership triad endorsement
3. Will serve on active duty through the last day of the course. (OPNAVINST 1560.9A)
4. Passed the most recent Physical Fitness Assessment (PFA) or received a waiver. (OPNAVINST 1560.9A)
5. Took their most recent advancement exam, if applicable, and are recommended for advancement or promotion. (OPNAVINST 1560.9A)
6. Have not received a NJP within 6 months or are not pending administrative separation. (OPNAVINST 1560.9A)
7. Not under instruction in initial skills training or in a duty under instruction (DUINS) training status. (OPNAVINST 1560.9A)

*Note. Enlisted Reservists on active duty >120 consecutive days may request TA if course will be completed while on active duty. Officers using TA incur a mandatory 2 year service obligation.

CO or by direction authority's email address for Command Approval.

NAVAL EDUCATION AND TRAINING
PROFESSIONAL DEVELOPMENT CENTER

NAVY COLLEGE PROGRAM
HONOR
COURAGE
COMMITMENT

https://www.navycollege.navy.mil

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